



U.S. Department
of Transportation
**Federal Aviation
Administration**

**Detroit Airports District Office
11677 South Wayne Road
Suite 107
Romulus, MI 48174**

January 6, 2012

Mike Trout, Division Administrator
Michigan Department of Transportation,
Office of Aeronautics
2700 Airport Service Drive
Lansing, MI 48906-2160

Dear Mr. Trout:

2011 Ten Airport Sub-block Grant Audit Results

Please find enclosed a copy of the Federal Aviation Administration (FAA) 2011 Ten Airport Sub-block Grant audit for the Michigan State Block Grant program. Overall, the Detroit Airport District Office found the Michigan Department of Transportation's Office of Aeronautics' (MDOT AERO) grant management process is being properly followed for the ten airports audited.

If you have questions concerning the audit, please contact Diane Morse of our office at (734) 229-2929.

Sincerely,

A handwritten signature in cursive script, appearing to read "John L. Mayfield Jr.".

John L. Mayfield Jr.
Manager, Detroit Airports District Office

Enclosure



Federal Aviation Administration

MEMORANDUM

Date: January 6, 2012
 To: Jesse Carriger, Manager, Planning/Programming Branch (AGL-610)
 From: John L. Mayfield Jr., Manager, Detroit Airports District Office (DET-ADO) *John L. Mayfield Jr.*
 Subject: FAA Oversight of Sub-block Grant Processing in Block-Grant States (Michigan).

Purpose

Title 49 U.S.C. §47128 authorizes the Federal Aviation Administration's (FAA's) current State Block Grant Program (SBGP); FAA regulation 14 CFR, Part 16 discusses how FAA carries out the SBGP, FAA Order 5100.38, Airport Improvement Program Handbook, paragraphs 1090-1099, provides guidance for administering the block grant, and the Michigan SBGP Memorandum of Agreement (MOA) spells out procedures for executing the block grant program. Ongoing review of the SBGP by FAA is required by Title 49 U.S.C. §47128.

Scope

The Detroit Airports District Office (DET ADO) audited the Michigan Department of Transportation, Office of Aeronautics' (MDOT AERO) grant management process for the following airports.

Airport ID	SBGP #	Sub-block grant #	Grant Description	Status
6Y1 (Bois Blanc)	3-26-SBGP-5007	B-26-0155-0207	Terminal building construction	Open
6Y1 (Bois Blanc)	3-26-SBGP-5508, 5708	B-26-0155-0308	EA (to meet fed stds) phase I; Archeological survey phases II & III	Open
6Y1 (Bois Blanc)	3-26-SBGP-6209, 6509	B-26-0155-0409	Emergency airfield lighting generator; EA (to meet fed stds) phase II	Open
6Y1 (Bois Blanc)	3-26-SBGP-6209, 6509	B-26-0155-0509	ALP update; Land surveys & Exhibit X sketches; Exhibit A update	Open
6Y1 (Bois Blanc)	3-26-SBGP-6209, 6509	B-26-0155-0609	Airfield paint marking	Open
48D (Clare)	3-26-SBGP-4506	B-26-0020-1506	Design of SRE bldg; SRE specs; Design of rwy 4 threshold relocation	Closed
48D (Clare)	3-26-SBGP-4506	B-26-0020-1606	Acquire SRE; Construct SRE building	Closed
48D (Clare)	3-26-SBGP-5007, 5508	B-26-0020-1707	Install terminal fencing & Rwy 4 threshold relocation	Open
48D (Clare)	3-26-SBGP-5007	B-26-0020-1807	Exhibit A update	Open
48D (Clare)	3-26-SBGP-5708	D-26-0020-1908	Design of 6-unit t-hangar	Open
48D (Clare)	3-26-SBGP-6209, 6509	B-26-0020-2009	Construction of 6-unit t-hangar (phase I)	Open
48D (Clare)	3-26-SBGP-6610, 7010	B-26-0020-2110	Construct 6-unit t-hangar (phase II)	Open
OEB (Coldwater)	3-26-SBGP-4506	B-26-0021-1205	Design of taxiway rehabilitation	Closed
OEB (Coldwater)	3-26-SBGP-4506	B-26-0021-1306	Taxiway rehabilitation and extension (incl extension design)	Closed
OEB (Coldwater)	3-26-SBGP-4506, 5007	B-26-0021-1407	Rwy 7/25 MIRLS, REIL, PAPI & new electrical vault	Open
OEB (Coldwater)	3-26-SBGP-5508, 5708	D-26-0021-1508	Design of terminal building	Open
OEB (Coldwater)	3-26-SBGP-6209, 6509	E-26-0021-1609	Construction of terminal building	Open
C91 (Dowagiac)	3-26-SBGP-4506	B-26-0029-0906	Design of SRE Building	Closed
C91 (Dowagiac)	3-26-SBGP-4506, 5007, 5508	B-26-0029-1008	Construction of SRE building	Open
C91 (Dowagiac)	3-26-SBGP-5708, 6209, 6509	B-26-0029-1109	Install new fuel facility	Open
C91 (Dowagiac)	3-26-SBGP-6610, 7010	B-26-0029-1210	Improve drainage for Runway 9/27	Open
Y70 (Ionia)	3-26-SBGP-4506	B-26-0048-0606	Wetland credit banking	Open
Y70 (Ionia)	3-26-SBGP-4506	B-26-0048-1806	Construct new taxilanes	Closed
Y70 (Ionia)	3-26-SBGP-4506	B-26-0048-1907	Design & Construction of 10-Unit T-Hangar	Closed
Y70 (Ionia)	3-26-SBGP-6209	B-26-0048-2009	AWOS; Airfield crack sealing & paint marking; Construct Twy D & Extend Twy E - design	Open
Y70 (Ionia)	3-26-SBGP-6610	B-26-0048-2110	Construct Taxiway "D" and Extend Taxiway "E"; Replace Rwy 27 REIL	Open

RMY (Marshall)	3-26-SBG-4506	B-26-0064-1006	Design of runway 10/28 rehabilitation	Closed
RMY (Marshall)	3-26-SBG-4506	B-26-0064-1107	Runway 10/28 rehabilitation & MIRLs	Closed
RMY (Marshall)	3-26-SBG-6209	B-26-0064-1208	Design of apron rehabilitation and fuel tank replacement	Open
RMY (Marshall)	3-26-SBG-6209	B-26-0064-1309	Install fuel tank replacement	Open
RMY (Marshall)	3-26-SBG-6610	B-26-0064-1410	Rehabilitate terminal apron (southern portion) incl connector	Open
MNM (Menominee)	3-26-SBG-4906	B-26-0065-1106	Install perimeter fencing; Terminal apron strengthening; Airfield crack sealing	Closed
MNM (Menominee)	3-26-SBG-5508	B-26-0065-1208	Acquire SRE; Airfield crack sealing	Open
MNM (Menominee)	3-26-SBG-6209	B-26-0065-1309	Prelim design & clearing for perimeter fencing phase II; Airfield crack sealing; SPCC/SWPPP integrated plan	Open
MNM (Menominee)	3-26-SBG-6610	B-26-0065-1410	Install perimeter fencing (phase II) including airfield paint marking, wetland delineation & MDNRE permit	Open
MNM (Menominee)	3-26-SBG-6710	C-26-0065-1510	Acquire aircraft deicing equipment	Open
TTF (Monroe)	3-26-SBG-5007	B-26-0067-0806	ALP update	Open
TTF (Monroe)	3-26-SBG-5007	B-26-0067-0906	Design of runway 3/21 reconstruction	Open
TTF (Monroe)	3-26-SBG- 4506, 5007, 5509	E-26-0067-1009	Runway 3/21 reconstruction	Open
TTF (Monroe)	3-26-SBG-	E-26-0067-1109	Runway 3/21 drainage improvements - design (SC execution pending)	Open
OSC (Oscoda)	3-26-SBG-5508	B-26-0151-1306	Airfield crack sealing	Closed
OSC (Oscoda)	3-26-SBG-5508	B-26-0151-1408	Design of Iosco (747) apron phases II & III; Airfield paint marking including marking plan	Open
OSC (Oscoda)	3-26-SBG-6209	B-26-0151-1509	Master plan/ALP update incl lease overlay map; Exhibit "A"	Open
OSC (Oscoda)	3-26-SBG-6610	B-26-0151-1610	Airfield crack sealing	Open
PZQ (Rogers City)	3-26-SBG-4506, 5508	B-26-0135-1007	Construct partial parallel taxiway & hangar access road	Closed
PZQ (Rogers City)	3-26-SBG-6209	B-26-0135-1109	4-unit t-hangar expansion; install fencing (near hangar access road)	Open
PZQ (Rogers City)	3-26-SBG-6209	E-26-0135-1209	Acquire SRE; Design of SRE building	Open

Methodology

The DET ADO applied FY-2011 AIP Grant Documentation Index and Checklist (Attachment 1) to each grant/sub-block grant subject to this audit review. Forms and procedures are outlined in FAA Order 5100.38, paragraph 1095 and the Michigan SBGP Memorandum of Agreement. Documentation that did not match FAA forms was identified as missing and either a document or an explanation was requested from MDOT AERO.

Summary

Grant Agreement and Supporting Documentation

MDOT AERO utilizes an alternative method for sub-block grant agreements and supporting documentation.

MDOT AERO conducts annual Michigan Airport Planning (MAP) meetings. At the MAP meeting, the Sponsor's draft ACIP is reviewed with all parties present. Typically this includes MDOT AERO staff (PM, Environmental, Land, Planning), Sponsor representative(s), Airport Manager, Sponsor's consultant, and occasionally FAA ADO staff. Requested revisions to draft ACIP are provided to Sponsor based on discussions held during meeting. This could include a request for additional justification documents as part of final ACIP submittal. A sponsor will generally leave their MAP meeting knowing plans for what will be programmed and funded for next few years or knowing what isn't eligible or justified at present time.

Final ACIPs are typically due 1 month after their MAP meeting. Once final ACIP is received, MDOT AERO finalize the sponsor's programming in their Master ACIP. The Master ACIP includes all block grant airports and is provided to FAA ADO by Dec 15th. Copies of all sponsors final ACIPs are also provided to FAA ADO.

For current program year, MDOT AERO will transfer project funding before the Michigan Aeronautics Commission for a sponsor's planned development project or projects. Timing of transfers is dependent on a number of factors such as funding availability, receipt of sponsor consultant proposals & review, completion of environmental clearance or land acquisition (if phased project), bidding schedules etc. MDOT AERO cannot enter into a contract with an airport sponsor without approval of the Michigan Aeronautics Commission.

MDOT AERO Project Manager requests the appropriate federal project number to use through MDOT AERO Programming Section. Job & Item number requests are made through MDOT AERO Planning to set up project.

When ready, the project manager requests a Sponsor Contract (SC) for the project. The SC is a contract between MDOT AERO and the Airport Sponsor. The request is made to the Programming Section. The SC Exhibit 1 is initiated based on established fees and/or bids, etc. by the Programming Section. The SC checklist & Exhibit 1 are provided to the MDOT AERO Contract Administrator for contract processing.

The Contract Administrator sends an original and one copy of the SC to the Sponsor for signature. See copy of form letter. When signed SC received back from Sponsor, it is executed once MDOT AERO Director signs it. Copies of executed SC are provided to the appropriate MDOT AERO staff & MDOT AERO Finance. Notice-to-Proceed is provided by MDOT AERO as necessary for start of project.

Sponsor Risk Level

MDOT AERO considers all their block grant locations to be nominal risk. Currently, there is no requirement to document risk levels for SBGP locations.

Preliminary Documentation

Preliminary documentation includes the Project Evaluation Review and Documentation Analysis (PERADA), FAA Form 5010, environmental documentation, coded program sketch, notice of allocation, reimbursable agreement(s), and any TSA security approvals. PERADA and master airport record data is review annually during the MAP meetings. Environmental documentation is filed with the sub-block grants. Typically Sponsors provided a location sketch for their proposed projects as part of their ACIP submittal. During set up of project, the Programming Engineer and/or Project Managers could receive additional sketches, drawings, and pictures for planned work involved. MDOT AERO sends "Programming" letters to Sponsors (started in early 2010 and early 2011) which notifies them on what MDOT AERO programmed to fund for the current year.

Funding, Financial and Progress Documentation

For each non-discretionary funded sub-block grant, the MDOT AERO Project Managers (PMs) provide periodic site inspection and project verification regularly. The PMs are actively involved with the projects so they are aware of the general activities as the project progresses. MDOT AERO does not see an added benefit to Quarterly Reports (including discretionary funded sub-block grant). The process used by MDOT AERO Project Management for tracking and paying MDOT AERO (and some local) bid construction projects includes a computer software suite of programs called FieldManager This software maintains the records for all of the construction pay items and inspector daily reports. This system is updated for MDOT AERO Project Managers to see a consultant submits a pay request for the construction work they are supervising. MDOT AERO still maintain original signature change orders in the PM files but payments and Interim Drawdown Requests (IDR) are each time kept electronically within FieldManager. POC for the FieldManager program is Carol Aldrich at 517-335-9804. MDOT AERO does not use a Summary of Change Orders. Change Orders are documented separately and tracked by the MDOT AERO PM. DET ADO will need to investigate the FieldManager software to validate that the program provides sufficiently detailed documentation.

Sponsor's Certification of Consultant Selection

MDOT AERO signed one master terms and conditions which covers all the SBGP locations; this document is on file at the DET ADO.

Construction Management

MDOT AERO PMs has access/rights to adjudicate aeronautical studies, including construction safety phasing plans within the Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) website. The process MDOT AERO PMs use to transfer the airspace review comments to the applicable airport and consultant is by sending an email with the screen print from the OE/AAA database attached. These comments are also discussed during each of the preconstruction meetings attended by the Project Managers to make sure everyone involved in the construction project is aware of these concerns. The screen shots of the airspace cases document the determination date. Airspace Determination letters from 2012 on are now being uploaded into OE/AAA for future reference. A cross-reference to the airspace case number and determination date should be sufficient to document the performance of this activity. Proper OE/AAA procedure is to send proponents letters generated from the system and save a copy of the letter in OE/AAA.

Plans and Specifications

MDOT AERO signed one master terms and conditions which covers all the SBGP locations; this document is on file at the DET ADO.

Engineer's Estimate, Bid Tabulation and Supporting Documents

Appropriate engineering estimates and buy American waivers were provided. Bid tabulations were provided for 97% of the applicable sub-block grants. Bid tabulation was unavailable for one sub-block grant Bois Blanc 3-26-SBGP-5007/B-26-0155-0207.

Land

MDOT AERO signed one master terms and conditions which covers all the SBGP locations; this document is on file at the DET ADO.

Construction/Equipment Contracts

MDOT AERO signed one master terms and conditions which covers all the SBGP locations; this document is on file at the DET ADO.

Change Order/Supplement Agreement

Change Orders/supplement agreements were provided for 92% of the applicable sub-block grants. Change Orders/supplement agreements were unavailable for two sub-block grants Menominee 3-26-SBGP-4906/B-26-0065-1106 and Menominee 3-26-SBGP-6610/B-26-0065-1410.

Planning

Approval of forecast applied to one sub-block grant, and it was missing. The sub-block grant was for Bois Blanc 3-26-SBGP-5508, 5708/B-26-0155-0308.

Final Project Acceptance and inspection Documents

Appropriate sponsor's certification of construction project final acceptance was provided. Engineer's final inspection reports were provided for 80% of the applicable sub-block grants. Engineer's final inspection reports were unavailable for two sub-block grants, Coldwater 3-26-SBGP-4506/B-26-0021-1306 and Marshall 3-26-SBGP-4506/B-26-0064-1107. MDOT AERO Project Managers do not use FAA Form 5100-17, AIP Final Inspection Report. MDOT AERO utilizes final inspection documentation which has similar information included

on it. MDOT AERO responded by placing the date on the previous spreadsheet column labeled "Engineer's Final Inspection". MDOT AERO's Final inspection documentation should be provided to the DET ADO.

Owner's Final Report

MDOT AERO provides owner's final report with their block grant closeout not individual sub-block grants.

FAA Final Cost Review/Final Project Report

MDOT AERO provides final cost review/final project report with their block grant closeout.

Contracts for Personal Services

Appropriate engineering and/or architectural contracts were provided.

Local Audit Reports

There were no local audit reports provided for any of these locations.

Photographs

MDOT AERO sees no need to collect pre and post construction photographs. For the large, complex or unique projects, MDOT AERO take photographs throughout construction and have them available on our network drive. MDOT AERO Project Managers provide periodic site inspection and project verification regularly. The Project Managers are actively involved with the projects so they are aware of the general activities as the project progresses. DET ADO recommends a representative pre and post construction project and equipment photograph should be provided with the sub-block grant to validate work performed.

Note: Crack Seal and Pavement Marking Projects. Crack Seal and Pavement Marking Projects are primarily maintenance projects utilizing funding support for airports unable to financially maintain these items. In MDOT AERO's opinion, there were several missing pieces when it came to the crack sealing and paint marking projects. There usually isn't a design consultant or a construction safety phasing plan since it is a remarking of existing marking and the contractor is in and out in one or two days. The older statewide projects did not include a sponsor acceptance/certification for the project but MDOT AERO's current process includes a sponsor acceptance/certification. After a discussion with MDOT AERO, DET ADO learned that these projects are generally performed using a MDOT AERO blanket contract covering several sites at one time, therefore minimal documentation in the form of sponsor acceptance/certification would be appropriate.

Schedule of Findings

Reference	Description	Recommendation
FAAO 5100-38, para. 1022e	<u>OE/AAA Determination Letters</u> - The process MDOT AERO PMs use to transfer the airspace review comments to the applicable airport and consultant is by sending an email with the screen print from the OE/AAA database attached.	Proper OE/AAA procedure is to send proponents letters generated from the system.
FAAO 5100-38, para. 1052	<u>Bid Tabulation</u> - Bid tabulation was unavailable for one sub-block grant Bois Blanc B-26-0155-0207.	Obtain bid tabulation for sub-block grant Bois Blanc 3-26-SBGP-5007/B-26-0155-0207.
FAAO 5100-38, para. 940c	Change Order - Engineer's final inspection reports were unavailable for two sub-block grants, Coldwater B-26-0021-1306 and Marshall B-26-	MDOT AERO Final inspection documentation should be provided to the DET ADO.

	0064-1107	
PGL 07-01	<u>Forecast Approval</u> - Approval of forecast applied to one sub-block grant, and it was missing. The sub-block grant was for Bois Blanc B-26-0155-0308.	MDOT AERO Approval of forecast documentation should be provided to the DET ADO.
FAAO 5100-38, para. 1221	<u>Final Inspection Reports</u> - Engineer's final inspection reports were unavailable for two sub-block grants, Coldwater B-26-0021-1306 and Marshall B-26-0064-1107.	MDOT AERO Final inspection documentation should be provided to the DET ADO.
PGL 07-01	<u>Pre-construction Photographs</u> – Pre-construction photographs were not provided for 20 sub-block grants, Bois Blanc B-26-0155-0409; Clare B-26-0020-1606, B-26-0020-1707, B-26-0020-2009, B-26-0020-2110; Coldwater B-26-0021-1306, B-26-0021-1407 and E-26-0021-1609; Dowagiac B-26-0029-1008, B-26-0029-1109 and B-26-0029-1210; Ionia B-26-0048-1806 and B-26-0048-2110; Marshall B-26-0064-1107, B-26-0064-1309 and B-26-0064-1410; Monroe E-26-0067-1009; Oscoda B-26-0151-1306, B-26-0151-1408 and B-26-0151-1610	Representative pre-construction photographs should be provided to the DET ADO
PGL 07-01	<u>Post-construction Photographs</u> – Post-construction photographs were not provided for seven sub-block grants, Bois Blanc B-26-0155-0409; Clare B-26-0020-1606; Coldwater B-26-0021-1306 and B-26-0021-1407; Ionia B-26-0048-1806; Marshall B-26-0064-1107; Oscoda B-26-0151-1306	Representative post-construction photographs should be provided to the DET ADO
PGL 07-01	<u>Equipment Photographs</u> – Equipment photographs were not provided for three sub-block grants, Bois Blanc B-26-0155-0409; Clare B-26-0020-1606; Menominee B-26-0065-1208	Representative equipment photographs should be provided to the DET ADO

Conclusion

Overall, the Michigan Department of Transportation, Office of Aeronautics' (MDOT AERO) grant management process is being properly followed for the ten airports audited.

Attachments

- Attachment 1: FY-2011 AIP Grant Documentation Index and Checklist
- Attachment 2: SBGP 10 Airport Audit Analysis Spreadsheet
- Attachment 3: MDOT AERO Annual Planning Process

Additional ADO-specific requirements indicated

◇ normally by time grant signed

■ normally not until closeout

Based on Version 2/10/11/17

Tab	Item	Required	Present	Notes on applicability or location
F. Construction Management				
	Construction Management Plan (or cross reference)	N		
	Construction Safety Phasing Plan and approval letter (or cross reference to file location)	Y		
	Airspace Determination Letter (if separate)	N		Not required documentation
	Pre-Design/Pre-Bid/Pre-Construction/Notice to Proceed documents	N		
G. Plans and Specifications				
	Sponsor Certification – Plans, Specs. and Equipment/Construction	Y		Master Terms & Conditions signature date missing
H. Engineer's Estimate, Bid Tabulation and Supporting Documents				
	Engineer's Estimate (or comparable documentation)	Y	◇	
	Bid Tabulation (or comparable documentation)	Y	◇	
	<i>For projects including force account construction</i>			
	Request and Supporting Documents	N		No construction force account work involved
	Approval by ADO	N		No construction force account work involved
	<i>If sponsor requests waiver of Buy American:</i>			
	Request for Waiver (with supporting documentation)	N		No Buy American waiver involved
	Disposition (FAA approval or rejection)	N		No Buy American waiver involved
I. Land				
	Sponsor Certification of Real Property Acquisition	Y		Master Terms & Conditions signature date missing
	Sponsor Certification of Title	Y		Master Terms & Conditions signature date missing
	Appraisal/Review Appraisal	N		
	Court awards/Deeds/Exhibit A	N		
	Reasonableness of Land Cost Determination	N		
	Land Bank Summary	N		
J. Construction/Equipment Contracts				
	Sponsor Certification for Equipment and/or Construction Contracts	Y		Master Terms & Conditions signature date missing
K. Change Order/Supplemental Agreement (for grants that have been amended – i.e., increased)				
	Change Order/Supplemental Agreement Approval Letter	Y		[only if applicable]
	Supporting Documentation	Y		[only if applicable]
L. Planning				
	FAA approval of sponsor forecast	Y		
M. Final Project Acceptance and Inspection Documents				
	Sponsor's Certification of Construction Project Final Acceptance	Y	■	Master Terms & Conditions signature date missing
	Engineer's Final Inspection Report	N		
	FAA Form 5100-17 (AIP Final Inspection Report)	N		
N. Owner Final Report				
	Owner Final Report (Final SF-270 or SF-271)	Y	■	
O. FAA Final Cost Review/Final Project Report				
	FAA Final Cost Review/Final Project Report	Y	■	
	Project Summary of Costs Spreadsheet	N		
	Closeout Documentation	N		
P. Contracts for Personal Services				
	Engineering and/or architectural contract	Y		
	<i>For projects including force account engineering</i>			
	Request and Supporting Documents	N		No engineering force account work involved
	Approval by ADO	N		No engineering force account work involved
	Testing contract	N		
	Appraisal contract	N		
	Appraisal review contract	N		
Q. Local Audit Reports				
	Local Audit Reports (if applicable)	N		
R. Photographs				
	Pre-construction photographs	Y	◇	
	Post-construction photographs	Y	■	
	Equipment photographs	Y	■	

Region Great Lakes
 ADO Detroit ADO
 Locid [redacted]
 Worksite #N/A
 Sponsor #N/A
 Grant # [redacted] Fiscal Year [redacted]
 Risk Level Nominal Moderate Elevated

Indicate all applicable elements included in the grant

- Planning
- Off-airport noise mitigation or land-use planning
- Land acquisition
- Equipment Enter equipment value: [redacted] (Federal share)
- Design Engineering force account work involved (Y/N)? N
- Construction Enter construction value: [redacted] (Federal share)
 Enter paving value: [redacted] (Federal share)
- Prime contract(s) greater than \$250,000? (Y/N) N
- Construction force account work involved? (Y/N) N
- Buy American waiver requested? (Y/N) N
- Reimbursable agreement required? (Y/N) N
- Security requirements? (Y/N) N

Grant awarded for a subsequent phase of a previous AIP-funded project?

Note 1. All AIP grants in the Great Lakes Region refer to and incorporate Master Terms & Conditions (MT&C) that every sponsor is required to sign before receiving a grant. These include all applicable conditions, certifications and assurances. The Master Terms & Conditions were last revised in June 2005. It is not necessary to maintain a copy of the MT&C in each individual grant file.

Master Terms & Conditions signed: [redacted]
 Filed at: DET ADO library

Note 2. Any ADO or Program Manager may elect to insert a reference to a file location for any document too large to insert in the document book. This may include environmental documentation, large appraisal reports, etc. Such references may be to either a hard file or electronic file, but in either case the location must be readily accessible at any time. It is recommended to include a copy of the cover sheet of such documentation.

Additional ADO-specific requirements indicated normally by time grant signed normally not until closeout

Tab	Item	Required	Present	Notes on applicability or location
	Grant Documentation Index/Checklist	Y	<input checked="" type="checkbox"/>	
A.	Grant Agreement and Supporting Documents			
	Grant Agreement (most current/executed)	Y	<input checked="" type="checkbox"/>	
	Amendments (most current/executed)	Y	<input checked="" type="checkbox"/>	
	Grant Application including all attachments	Y	<input checked="" type="checkbox"/>	
	Grant dispatch to Accounting	N	<input checked="" type="checkbox"/>	
	Participation Agreement (if applicable)	N	<input checked="" type="checkbox"/>	
B.	Sponsor Risk Level			
	Sponsor Risk Level Assignment Form	N	<input checked="" type="checkbox"/>	Not required because risk level is nominal
	Risk Reduction Plan of Corrective Action	N	<input checked="" type="checkbox"/>	Not required because risk level is not elevated
C.	Preliminary Documentation			
	Project Evaluation Review and Development Analysis (PERADA) (ADO may choose to require for all grants)	N	<input checked="" type="checkbox"/>	Construction and equipment costs < \$300K and no prime contract > \$250,000
	FAA Form 5010 (current Airport Master Record)	Y	<input checked="" type="checkbox"/>	
	Environmental Documentation (or citation of catex paragraph or reference to file location)	Y	<input checked="" type="checkbox"/>	
	Coded Program Sketch (# submitted with the application)	Y	<input checked="" type="checkbox"/>	
	Notice of Allocation	Y	<input checked="" type="checkbox"/>	
	Reimbursable Agreement(s)	N	<input checked="" type="checkbox"/>	Not required -- no reimbursable agreements involved
	TSA Security Approvals (if required)	N	<input checked="" type="checkbox"/>	Not required -- no security issues involved
D.	Funding, Financial and Progress Documentation			
	FAA Form 5100-107 (SOAR "AIP Grant Status Report")	Y	<input checked="" type="checkbox"/>	
	Talking Points (SOAR "Talking Points")	Y	<input checked="" type="checkbox"/>	
	FAA Form 1413-1 (SOAR "Combined 107 and 1413")	Y	<input checked="" type="checkbox"/>	
	Sponsor Quarterly Performance Reports	Y	<input checked="" type="checkbox"/>	
	Construction Test Results	N	<input checked="" type="checkbox"/>	Not required for nominal risk-level sponsors/grants
	FAA Form 5370-1 (Construction Progress and Inspection Reports)	N	<input checked="" type="checkbox"/>	
	Weekly Construction Progress Reports	N	<input checked="" type="checkbox"/>	Not required for nominal-risk sponsors/grants
	Sponsor Pay Requests (SF-270 or SF-271 or other documentation for sponsors under LOC)	N	<input checked="" type="checkbox"/>	Not required for nominal-risk sponsors/grants
	Invoices or Listing of Invoices	N	<input checked="" type="checkbox"/>	Not required for nominal-risk sponsors/grants
	Summary of Change Orders	Y	<input checked="" type="checkbox"/>	[only if applicable]
E.	Sponsor's Certification of Consultant Selection			
	Sponsor's Certification of Consultant Selection	Y	<input checked="" type="checkbox"/>	Master Terms & Conditions signature date missing

Attachment 3

MDOT AERO Annual Planning Process:

1. May - Michigan Airport Programming (MAP) meeting for State Block Grant Sites letter is sent to the block grant sponsors.
 - a. Provides the due date for sponsor draft Annual Capital Improvement Program (ACIP)
 - b. Provides information and instructions for developing their ACIP. See attached letter.
2. Sponsors submit their draft ACIPs by the due date
3. MAP meeting is scheduled between August and December 1.
 - a. The appropriate MDOT AERO staff of meeting date & time.
 - b. The overall schedule is posted on our website under Airport Development, State Block Grant Program.
4. Prior to a Sponsor's MAP meeting:
 - a. Review sponsor's draft ACIP.
 - b. Cross check with what was previously programmed the year or years prior.
 - c. Verify sponsor fund balances.
 - d. Review their current ALP to check if proposed projects are shown
 - i. If not, discuss with sponsor during MAP meeting.
 - e. Review the sponsor's current Pavement Condition Index Survey report.
 - f. Verify design standards.
 - g. Verify SRE calculation worksheets and existing SRE inventory documents
 - h. Check status of RPZs.
 - i. If a user survey is needed for future extension, etc. it is noted
 - i. Review MDOT AERO inspector's 5010 inspection report and note comments made that need discussed during MAP meeting
 - j. Coordinate with:
 - i. MDOT AERO Environmental and
 - ii. Land Specialists,
 - iii. MDOT AERO Project Managers,
 - iv. Inspectors
 - v. Or other staff if questions arise during my initial review of draft ACIP
5. Create a MAP meeting agenda (standard format) See attached.
 - a. copies of documents to pass out such as:
 - i. informational letters or memos,
 - ii. 5010 inspection reports, etc.
 - iii. PCI report
 - iv. a sign-in sheet
6. MAP meeting:
 - a. The Sponsor's draft ACIP is reviewed with all parties present. Typically this includes:
 - i. MDOT AERO staff (PM, Env, Land, Planning),
 - ii. Sponsor representative(s),
 - iii. Airport Manager,
 - iv. Sponsor's consultant,
 - v. Occasionally FAA ADO staff.
 - b. Requested revisions to draft ACIP are provided to Sponsor based on discussions held during meeting. This could include:
 - i. a request for additional justification documents as part of final ACIP submittal.
 - ii. A sponsor will generally leave their MAP meeting knowing plans for what will be programmed and funded for next few years
 - iii. Identify what isn't eligible or justified at present time.
 - iv. Discussions about requests for federal discretionary and funding status
7. Final ACIPs are due 1 month after the MAP meeting.
8. Final Sponsor's ACIP is received by MDOT AERO
9. Programming all block grant airports (for five year period) is finalized in the Master ACIP.
10. Dec 15th the Master ACIP and copies of all individual sponsors final ACIPs are provided to FAA ADO

11. Current program-year funding for a sponsor's planned development project is transferred before the Michigan Aeronautics Commission
12. Timing of transfers is dependent on a number of factors such as:
 - i. Funding availability,
 - ii. Receipt of sponsor consultant proposals & review,
 - iii. Completion of environmental clearance or land acquisition (if phased project),
 - iv. Bidding schedules etc.
 - v. MDOT AERO cannot enter into a contract with an airport sponsor without approval of the Michigan Aeronautics Commission.
13. MDOT AERO Project Manager requests the appropriate federal project number to use through MDOT AERO Programming Section
 - a. Job & Item number requests are made through MDOT AERO Planning to set up project.
14. MDOT AERO Project Manager requests a Sponsor Contract (SC) for the project.
 - a. The SC is a contract between MDOT AERO and the Airport Sponsor.
 - b. The request is made to the Programming Section.
 - c. The SC Exhibit 1 is initiated based on established fees and/or bids, etc. by the Programming Section.
 - d. The SC checklist & Exhibit 1 are provided to the MDOT AERO Contract Administrator (Anu) for contract processing.
15. The Contract Administrator sends an original and one copy of the SC to the Sponsor for signature. See copy of form letter.
16. The Sponsor-signed SC received by MDOT AERO
17. MDOT AERO Director signs the SC executing the contract.
 - a. Copies of executed SC are provided to the appropriate MDOT AERO staff & MDOT AERO Finance.
18. Notice to proceed is provided as necessary for start of project.